



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board April 18, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:02 a.m. Board Members Present: Chair Goff, Hayes, Carmichael, Kreisel, Luzaich, and Tracey. Board Members Absent: Green and Treasurer Hornung. Staff Present: Brewer, Madonich, and Tessier.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Carmichael/Luzaich** to approve the agenda of the April 18, 2017 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Goff/Kreisel** to approve the minutes of the March 21, 2017 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – March 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for March 2017. Coordinator Madonich reported that a new grocery assistance program was created to make grocery items more affordable to those who need it.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier reported that some volunteers had expressed wanting to start up some new classes for crochet and mahjong. **MSC Luzaich/Hayes** to try out new classes for crochet and mahjong. Approved unanimously.
 - d. Review Job Assignments for Facility Attendant Position – Superintendent Brewer told the Board that the Senior Center has many facility attendants. The responsibilities include the set up and break down of tables and chairs, custodial duties, data entry, set ups for meetings and classes, and other duties as assigned by staff.
 - e. Senior Deck Replacement Update – Superintendent Brewer told the Board that staff is planning on putting a request for bids out in late May and then hopes to

go to council to award a contract in June. Staff is now expecting the work to begin towards the end of summer and will report back to the Board as dates are confirmed.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** None.

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Facilities Subcommittee – Board Member Hayes reported that the facilities subcommittee identified some areas of the Senior Center that need to be painted and will work with staff on getting that done. The Facilities Subcommittee has also worked with staff and volunteers to keep things off the kitchen floor.

Board Member Kreisel asked for the removal of the free table because it collects items that are not useful and often the items need to be removed and thrown away. Staff responded that they will try removing it for a few days and will see how people respond.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Goff**, adjourned the meeting of the Senior Advisory Board at 9:49 a.m.

Respectfully Submitted,
Ludmer Aker
Executive Assistant
City of San Bruno